

Wise Words

State of Alabama · Department of Finance · Division of Risk Management

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Planning For a Tornado

Tornado season typically occurs during the spring months in our area, however, tornadoes can form any month of the year. While you cannot prevent tornadoes, there are ways you can prepare for them in order to save lives and reduce the risk of damage.

The following recommendations can help you plan for a tornado:

1. Have a severe weather plan in place and communicate that plan to all staff and students well ahead of a weather event.
2. Be prepared to take action quickly when a watch or warning has been issued; notify your staff and seek shelter according to your plan.
3. Injuries often occur after tornadoes have passed. When exiting your storm shelter, watch for damaged objects and structures, broken glass, exposed nails, dangerous chemicals, and live electrical wires on the ground. Part of your plan should include first aid supplies as well as an emergency contacts list in an obtainable location.
4. Plan for the need to make any necessary temporary repairs to protect your property from further damage. For example, if wind damages a portion of your roof, you should immediately patch it to protect the interior from water damage. Be prepared to record these expenses and report them with your claim.
5. Have the DORM phone number and your property schedule accessible in order to report damage to our claims staff immediately. Property Loss Notice forms can be completed online or faxed to (334) 223-6282. DORM will need the following information from your property schedule: Name of building; Item number on schedule; Date of loss; Cause of loss; Estimated Extent of damage (\$). The sooner we are aware of your damage, the sooner we can get an adjuster to your facility.

For assistance in understanding your property coverage or your property schedule, please contact the Underwriting Department at (334) 223-6120.

Wise Words

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Rosanna McHargue Retires



Rosanna McHargue served as a Senior Claims Representative for the State Employee Injury Program since March of 2002.

Rosanna's co-workers describe her best... "hardworking, thoughtful, kind, caring, helpful, and just a good person. She works hard and is very conscientious of her job and what is expected of her."

Rosanna was very dedicated to her job and went above and beyond the call of duty. She was always willing to help her coworkers. Rosanna was instrumental in the handling of subrogation recovery and run-off claims for the SEICTF program.

Now that Rosanna has retired, we are confident she will enjoy her time going to Arts and Craft festivals and finding unique treasures and gifts.

We will all miss Rosanna, her wealth of knowledge, and her passion for helping others.

Congratulations Rosanna on your retirement!

New Employees at DORM

Just as we are sad to say goodbye to folks who are retiring, we are excited to welcome new faces at DORM. The following people have joined our staff in recent months:

Rick Selfridge, June 2016

Loss Control Specialist

Lakeisha Parker-Phillips, June 2016

Claims Representative— SEICTF

Kory Hobbs, July 2016

ASA—Underwriting

Brittany Brown, September, 2016

ASA— Loss Control

Sarah Williamson, December, 2016

ASA—Legal Claims

Sandi Schroyer, February, 2017

Claims Assistant—SEICTF

Look For Certifications in May

Certifications for all lines of coverage offered by the Division of Risk Management will be mailed in May 2017. Check each of your property and employee schedules to ensure your coverages and employee counts are up-to-date. If you have questions, contact the Underwriting Department: (334) 223-6120.

Note: Changes can be made at any time during the year! Don't wait—call Underwriting as soon as changes occur (i.e. On the property schedule, check construction, vacancy, additional property or property to be deleted, etc.).

Rate Credits for Automatic Sprinkler Systems:

Don't forget... have your fire suppression sprinkler systems inspected and certified annually AND send the report to DORM's Underwriting Department by **June 30th**. Credit can only be applied IF we receive a copy of the maintenance contract and inspection report.



General Liability Coverage for State Employees

The General Liability Trust Fund (GLTF) provides liability protection for state employees and agents of the state acting in the line and scope of their job requirements. In order to qualify for GLTF coverage, state agencies **MUST** have employees scheduled and premium paid with Risk Management. (Certifications are mailed in May each year which list employee job titles covered within an agency.)

Liability coverage can include:

- Full and Part-time Employees of the State of Alabama
- Contract Employees
- Elected Officials
- Foster Parents licensed through DHR and Adult Foster Care Providers

What do you do if you are served with a lawsuit?

Immediately forward the original suit papers to the director of your department. The director forwards a copy of the suit papers and other pertinent information to the Risk Management office. A copy of this paperwork should also be sent to the Attorney General's Office.

Examples of liability incidents include:

- Injury to a person who is in the custody of the state;
- Serious employment dispute such as an EEOC complaint;
- Report of possible sexual harassment;
- Complaint by a member of the public about an encounter with an employee.

To learn more about the GLTF, visit www.riskmgt.alabama.gov or contact Daryl Masters with questions : daryl.masters@finance.alabama.gov.

EAP Training Seminar in April for State Employees

The State Employee Assistance Program (EAP) will provide seminars in April on the topic of “How to Thrive in a Multi-Generational Workplace: Avoiding Conflict and Creating Opportunity.” This seminar would benefit all employees of participating state agencies. The training is designed to improve employee performance and management of their job responsibilities and life-related issues. This one-hour seminar will be presented throughout the state at various locations, and it is open to employees of agencies which participate in our State EAP services.

How to Thrive in a Multi-Generational Workplace: Avoiding Conflict and Creating Opportunity

Presented by:
**BEHAVIORAL
HEALTH SYSTEMS**

- Identify the characteristics of each generation from the Silent Generation to Generation Z
- Recognize how your personality traits translate with your generation
- Identify the six strategies for a multi-generation workforce to avoid conflict and create a positive work environment

Locations include:

April 4– Birmingham
April 6 - Tuscaloosa
April 12 - Dothan
April 19 - Mobile
April 20 - Montgomery
April 26 - Huntsville

Please register early!
Space is limited at each location above.

Supervisors are encouraged to allow as many employees as possible to attend the seminar held near your location. The number of requested slots that we confirm for each session will be based on a first come, first served basis.

For questions regarding EAP seminars, please contact the State EAP office by phone at (334) 223-6283 *or by email at EAP.information@finance.alabama.gov. Registrations should be submitted by email through your agency’s training coordinator.*

June Seminar Topic: “Enhancing and Improving Workplace Morale”

(Information will be sent out for this seminar in May)



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